

PEACE CORPS PERU

JOB OPPORTUNITY

Regional Coordinator – Ica

BASIC FUNCTION

The Regional Coordinator (RC) will be based in the departmental capital of Ica and will serve as a field assistant to the Associate Peace Corps Directors (APCDs) under the direct supervision of the Director of Programming and Training (DPT) . The RC will cover the department of Ica and possibly other adjoining departments.

MAJOR DUTIES AND RESPONSIBILITIES:

The RC's duties will be in support of the APCDs active in the region. The RC will maintain close contact with each APCD and will carry out each duty under the direction of the respective APCD. The DPT will coordinate the RC's activities to assure that duties are carried out efficiently and without conflict.

Specific duties will include, but are not limited to:

1. Maintains close contact with the counterpart agencies to which PCVs are assigned. Through such contact, stays aware of the work of the PCVs, and of any problems or issues concerning the PCVs.
2. Under the direction of the respective APCDs, establishes contact with current and potential counterpart agencies, and with municipal officials and community leaders, concerning possible PCV assignments. Visits potential sites to determine if they fulfill PC site selection criteria.
3. Represents Peace Corps with agencies, other organizations, municipalities, and other public officials, including at official events.
4. Under the direction of the respective APCDs, makes routine or special visits to PCV sites. Handles PCV problems and issues.
5. Accompanies the APCDs and other staff members on site visits within the region. Makes arrangements for the visits with PCVs, counterpart agencies, and local authorities.
6. Assists with the logistics for workshops and other events in the regions (e.g., Counterpart Day, Reconnect, other in-service training events), including making event arrangements, preparing materials, and co-facilitating workshops.
7. Identifies families for PCVs to live with, based on PC selection criteria.

8. Assists PCVs with personal adjustment needs and Peruvian government paperwork. Serves as a resource and mentor. Helps PCVs address their communications, cultural adaptation and transportation needs.
9. Holds monthly regional meeting with Volunteers to promote information exchange, update Volunteers on current issues and coordinate trainings and site visits.
10. Maintains a database of information (e.g., passport and identity card numbers) and a set of site locator forms, and ensures that PCVs in their region update their information regularly.
11. Is available to assist with personal or regional emergencies, under the direction of appropriate PC/P staff. Helps transport ill or injured PCVs to an appropriate site for treatment, and helps with arrangements to transport PCVs to Lima or elsewhere. Personally notifies, or arranges for another reliable person to notify, a PCV with a family emergency, and assists with the transportation arrangements. In cases of civil disturbance, keeps the PC/P office and PCVs in the region notified of the situation, with appropriate updates. In cases of natural or man-made disasters, assists with notification, contact, consolidation, evacuation, and other tasks enumerated in the EAP. Similarly, assists in the testing of the EAP.
12. When appropriate, works with the PCMO, Safety and Security Coordinator, CD, and other staff to follow up on incidents reported by Volunteers. This may involve working with local police and other officials.
13. May be asked to maintain supplies and materials, and make them available to PCVs as appropriate.
14. Carries out other duties in support of PCVs in the region, as requested by the APCDs, DPT and other Peace Corps/Peru senior staff. Serves as a spokesperson and advocate for Peace Corps/Peru and its PCVs and staff.

Desired Qualifications:

Education: A college degree in Small Business Development, Youth Development, or Environmental.

Experience: Field based experience in rural settings in Perú.

Language: Good communication skills in Spanish, English and/or Quechua.

Abilities: Ability to organize workshops and events, must have driver's license.

Will play an integral part of PC/Peru's Safety and Security systems. Responsibilities may cover, but are not limited to, the development of, implementation in and/or review of, post's EAP, Communication Systems, Safety and Security Trainings and Incident Reporting

Please, send your cover letter and Resume to Apartado Postal 18-0094, Lima; or to Calle Vía Láctea 132, Urb. Los Granados, Surco.

Closing date: April 26th, 2011.